



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Sachi A. Hamai, Executive Officer-
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

At its meeting held October 23, 2007, the Board took the following action:

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The following item was called up for consideration:

The Chief Executive Officer's recommendation to adopt the Information Technology and Security Policy 6.112 – Secure Disposition of Computing Devices, to address the Board's requirement that information on County-owned or leased computing devices will be rendered unreadable and unrecoverable prior to disposition out of County inventory (e.g., salvage, donation and transfer), and requiring that confidential and/or sensitive information is rendered unreadable before being transferred to other County users.

Jon W. Fullinwider, Chief Information Officer, responded to questions posed by the Board.

After discussion, Supervisor Burke made the following statement:

"The proposed Information Technology and Security Policy is a critical and necessary step for the County of Los Angeles to safeguard confidential information. Given the escalating instances of identity theft, the County of Los Angeles ought to exercise every available option to safeguard sensitive information belonging to our employees and residents. While today's policy would certainly decrease the possibility of identity theft from 'County-owned' computers, it does not entirely address existing vulnerabilities created by non County-owned computers and portable storage devices. Since the County utilizes outside vendors to perform several functions which require the sharing of confidential and sensitive information, any redesign of security policies ought to extend to such outside vendors and contractors as well. For example, a recent incident involving a contractor with non County-owned computers and portable storage devices reportedly compromised the confidential information of at least 269 residents receiving critical County services."

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Therefore, on motion of Supervisor Burke, seconded by Supervisor Antonovich, unanimously carried, the Chief Executive Officer's attached recommendation was adopted and the Chief Executive Officer was instructed to take the following actions:

1. Working in concert with the Chief Information Officer and County Counsel, examine measures to enforce existing County information technology and security policies regarding protection of sensitive and confidential information and review the feasibility of developing additional safeguards and policies to further strengthen the protection of this information which is shared with contractors. Such review shall include a comprehensive inventory and risk assessment of County vendors who are privy to sensitive and confidential records, e.g. Social Security Numbers, birthdates, etc. Such inventory and analysis shall include but not be limited to:
 - The number of contractors utilizing "County-owned" computers as part of their contractual obligations and/or routine course of business;
 - The number of contractors with the capability of accessing or downloading employee and/or client confidential information from County data systems;
 - The number of contractors whose own computers contain confidential information pertinent to County employees and/or clients.
 - The number of contractors who have access to Portable Storage devices, e.g. mobile hard drives, flash drives, etc., containing any confidential information relevant to County employees or recipients of County services.
 - Determine in which instances confidential employee and/or client information is necessary to be accessible by or given to contractors;

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22 (Continued)

- Determine the feasibility of encrypting confidential information as a regular course of business and only making it accessible upon the Department Head's written authorization; and
 - Determine how current and recommended security policies can be included in all future contracts; and
2. Report back to the Board with findings and any policy recommendations within 60 days.

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Attachment

Copies distributed:

Each Supervisor
Chief Executive Officer
County Counsel
Chief Information Officer



County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

October 16, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

CHIEF INFORMATION OFFICE: ADOPTION AND APPROVAL OF INFORMATION TECHNOLOGY AND SECURITY POLICY (ALL DISTRICTS – 3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Adopt and approve attached Information Technology and Security Policy 6.112 –
Secure Disposition of Computing Devices.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The attached proposed Information Technology (IT) and Security Policy has been developed to address your Board's requirement that information on County-owned or leased computing devices will be rendered unreadable and unrecoverable prior to disposition out of County inventory (e.g., salvage, donation and transfer). Further, the policy requires that confidential and/or sensitive information is rendered unreadable before being transferred to other County users.

This policy was developed and approved by the County's Information Security Steering Committee comprised of all County departments. The completed draft was reviewed by department management, County Counsel, Information Systems Commission, the Audit Committee, and your IT Board Deputies.

Implementation of Strategic Plan Goals

The recommended policy supports County Strategic Plan Goals of Service Excellence, Workforce Excellence, and Organizational Effectiveness. This policy will enhance the County's information security program by establishing additional safeguards for potential loss of personal and confidential information.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

FISCAL IMPACT/FINANCING

This policy will have minimal fiscal impact since most departments have this capability within their current operations.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

County Code Section 2.119.03(C) provides that the Office of the Chief Information Office (CIO) shall "Adopt standards for countywide information technology, which shall be subject to approval by the Board of Supervisors. County departments and County information technology bodies shall adhere to such standards."

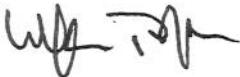
IMPACT ON CURRENT SERVICES (OR PROJECTS)

Most departments have already implemented processes and tools to comply with the requirements of the proposed policy.

CONCLUSION

Implementation of the policy's requirements will ensure that information entrusted to and processed by the County of Los Angeles is protected from unauthorized disclosure.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:LN:JWF
GS:JY:dc

Attachment

c: County Counsel
Information Systems Commission
IT Board Deputies